



Northern Marianas College
 P.O. Box 501250 CK
 Saipan, MP 96950
 Phone: (670) 234-5498/3690
 Fax: (670) 234-0759
 Website: <http://www.nmcnet.edu>

VACANCY ANNOUNCEMENT
 Announcement No. 03-015

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation or family relationship. The College is an Equal Opportunity Employer.

POSITION TITLE:	Dean of Student Development
Pay Level & Step:	Ungraded
Annual Salary:	\$60,000.00
Location:	As Terlaje Campus, Saipan
Opening Date:	12/16/02
	Closing Date: Until Filled

Nature of the Position:

The Dean of Student Development works with administrators, faculty, staff, students, and the public in the area of student development. The Dean of Student Development administers comprehensive student development program including existing policies and regulations.

Duties and Responsibilities:

1. Responsible to the Vice President for Programs and Services for directing day-to-day operations of Division of Student Development;
2. Plans, directs, and evaluates all aspects of student development of the college;
3. Supervises and coordinates the implementation of the Career Services Center goals, objectives, and activities. These goals, objectives, and activities include: the planning and implementation of college visitations, career and job fairs, resume writing and job interview workshops, and alumni association and job placement activities.
4. Supervises and coordinates the implementation of educational, social, cultural, and recreational programs and activities through the Students Activities Center;
5. Supervises and coordinates the advising of liberal arts students, advising workshops, personal counseling of students, and other activities through the Counseling Programs and Services Department;
6. Supervise and coordinates the implementation of all phases of the TRIO/Upward Bound, Talent Search and Student Enhancement programs;
7. Develops, prepares, and submits new and continuation grant proposals which affect the Division of Student Development;
8. Oversees maintenance of all project fiscal transactions and approves all expenditures;
9. Coordinates delivery and management of student development functions wherever appropriate;
10. Recommends the hiring, promotion, and termination of employees within the Division of Student Development;
11. Ensures division compliance with state, federal, and district regulations;
12. Advises and enforces college policy relating to student development;
13. Works with federal agencies; issues reports to HEW; prepares and certifies enrollment reports for state aid on a timely basis;

Vacancy Announcement 03-015

Northern Marianas College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.



MEMORANDUM

TO: President

FROM: Acting Director, Human Resources

SUBJECT: Eligibility List

Date: January 23, 2003

Announcement No	Position Title	Opening Date	Closing Date
03-015	Dean, for Student Development	12/16/02	UNTIL FILLED

Attached is the application for consideration and review of the Selection Committee.

The applicants eligible for the position are:

	Name	Date & Time
1	John A. Angello	W, 2/05/03 1:30pm
2	Kurt C. Barnes	↓ 2:30pm
3	Jeanette T. Villagomez	↓ 3:30pm
	Nothing Follows	

Elsie Dela Cruz

Elsie Dela Cruz

attach(s): Application forms

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Jeanette Villegomez Appl 1 EE 1
 Vacancy / Position Dean, Student Dev. EA / PC # OB-015

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications</u> (Full & Partial)	<u>Comments</u>
Education:	<u>MA</u>	<u>MA '98</u>	_____
Experience:	<u>5 STUDENT DEV.</u>	<u>8 yrs. Com.</u>	_____
Others:	<u>5 SUPERVISION</u>	<u>6 yrs. Com.</u>	_____
Numerical Comparison (Substitution)	_____	_____	_____

II. Placement:

- Meets Qualifications Requirements? Yes 1 No. 1
- If yes, exceeds by how many years / months: Yrs _____ Mos _____
- If no to #1 above, lacks how many years / months: Yrs _____ Mos _____
- Salary (PI and step) qualified for:

Alfonsina R. Perez
Reviewing Personnel Specialist

1/22/03
Date

Ski A. Belen
Approving Personnel Supervisor

1-23-03
Date

Northern Marianas College
Office of Human ResourcesQUALIFICATION EVALUATION WORKSHEET

Name JACK ANGELO Appl /✓/ EE / /
 Vacancy / Position Dean, Student Development EA / PC # 03-015

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications</u>	<u>Comments</u>
Education:	<u>MA</u>	<u>(Full & Partial)</u> <u>ED. D 96</u>	<u>univ. of southern California</u>
Experience:	<u>5 STUDENT DEV.</u>	<u>NA 89</u> <u>6.3 yrs - PST</u> <u>* 6 yrs. PST Educ. Admin (8 yrs total w/ PSS)</u>	<u>SJSU (Educ. Instruc. Tech)</u>
Others:	<u>5 SUPERVISION</u>		
Numerical Comparison			
(Substitution)*	Educational Administration = 8 yrs including PSS - 2 yrs PSS	1989-1990-1	
	Post-Secondary Educational Administration = 6.3 yrs = 1996-2002		
	Post-Secondary Teaching experience = 6.3 yrs.		

II. Placement:

a. Meets Qualifications Requirements? Yes /✓/ No. / /

b. If yes, exceeds by how many years / months: Yrs 1 Mos 03
(1/12/03)

c. If no to #1 above, lacks how many years / months: Yrs 0 Mos 00

d. Salary (PI and step) qualified for:

Sally C. Shanti
Reviewing Personnel Specialist

11/27/02
Date

Shirley S. C. Gru
Approving Personnel Supervisor

11-27-02
Date

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Janice Tenorio Appl /✓/ EE / /
 Vacancy / Position Dean, Student Dev. EA / PC # 03-015

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>MA</u>	<u>MA '98</u>	_____
Experience:	<u>5 STUDENT DEV.</u>	<u>5 yrs, 2 mo.</u>	_____
Others:	<u>5 SUPERVISION</u>	<u>3 yrs, 4 mo.</u>	_____
Numerical Comparison (Substitution)	_____	_____	_____

II. Placement:

- Meets Qualifications Requirements? Yes / / No. /✓/
- If yes, exceeds by how many years / months: Yrs Mos
- If no to #1 above, lacks how many years / months: Yrs Mos
- Salary (PI and step) qualified for:

Alleguerrero Jan/22/03 John A. Kilme 1-23-03
 Reviewing Personnel Specialist Date Approving Personnel Supervisor Date

VAM 03-015



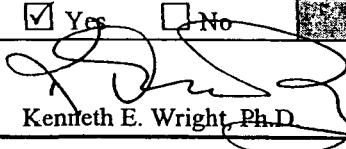
NORTHERN MARIANAS COLLEGE

Request for Recruitment

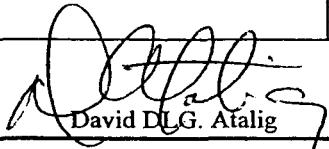
MEMORANDUM

To: Director of Human Resources
From: President

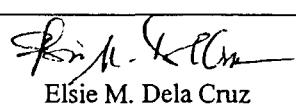
1. The President has reviewed the request and has determined that there is a need for the position to be filled. A position description is attached.

Position Title	Dean of Student Development		
Fill By (date): ASAP	Salary Range: Ungraded @ \$60,000		
Position Description Attached:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
President's Signature:	 Kenneth E. Wright, Ph.D.		Date: 12/12/2

2. Budget Office has reviewed the request, verified the FTE, funding and assigned the account number (s).

	From	To	Employee No:
FTE #:			
Account No:		UPR-51010-5-AS310	100% Total
Account No:			%
Account No:			%
Account No:			%
Budget Officer's Signature:	 David DLG. Atalig		Date: 12/13/02

3. Human Resources:

Classification Title: <i>Dean, Student Dev.</i>	Pay Level: <i>Ungraded</i>
Acting H/R Director's Signature:  Elsie M. Dela Cruz	Date: <i>12-13-02</i>

4. Remarks:

New Position.

Approved:



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VACANCY ANNOUNCEMENT

Announcement No. 03-018

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation or family relationship. The College is an Equal Opportunity Employer.

POSITION TITLE:	Dean of Academic Programs & Services
Pay Level & Step:	Ungraded
Annual Salary:	\$60,000.00
Location:	As Terlaje Campus, Saipan
Opening Date:	12/23/02
	Closing Date: Until Filled

Nature of the Position:

Under the direction of the Vice President for Programs and Services, the dean will plan, organize, maintain, direct, and evaluate the courses, programs, projects, and activities of the Academic Programs and Services Unit (APSU). This unit includes the following: the School of Education programs and departments, the Associate Degree and Certificate programs and departments, and the Office of Admissions, Records, & Financial Aid.

Duties and Responsibilities:

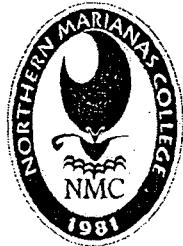
1. Monitors APSU administrator, faculty, and staff work plans to ensure they are consistent with the NMC Strategic Master Plan.
2. Leads department chairs and faculty and staff members in the unit's program and curriculum evaluation, improvement, and development; establishes priorities; develops multi-year instructional plans; and participates in strategic and long-range academic planning for the college.
3. Confers with division department chairs and solicit ideas for program and process improvement.
4. Under the supervision of the Vice President for Programs and Services, ensures the implementation, and continuous improvement of an academic master plan for the division.
5. Ensures that academic programs are evaluated and that needs assessments are conducted regularly.
6. Communicates with leaders in the private and public sectors and educational agencies to determine needs for new courses and programs and establishes advisory committees as appropriate.
7. Keeps abreast of new developments and innovations in community colleges and higher education; recommends improvement to maintain relevance of programs to meet student and community needs.
8. Participates in the development of the college budget and manages the division's financial resources consistent with college policy and sound financial principles.
9. Works cooperatively with other college administrators and supervisors to coordinate programs and services to meet student needs.
10. Promotes and communicates high standards of performance for department chairs, program directors, faculty, and staff. In an enabling and supportive way, systematically monitors division activities and managerial practices to ensure that program activities relate to program goals and outcomes. Takes corrective action, promotes improvement, and recognizes excellence and achievement.

Vacancy Announcement 03-018

Northern Marianas College is accredited by the Accrediting Commission for Community and Junior Colleges and by the Senior Commission of Colleges and Universities of the Western Association of Schools and Colleges.

**PLAINTIFF'S
EXHIBIT**

129



**Northern Marianas College
Human Resources Office**

MEMORANDUM

TO: President
FROM: Acting Director, Human Resources
SUBJECT: Recommendation of Appointment
DATE: February 13, 2003

Attached please find an employment application of Mr. Joaquin M. Sablan. He has been recommended for the position of Dean for Academic Programs & Services for the division of Academic Programs & Services, which was advertised under VA#03-018.

As per Policy 4008, we are forwarding this applicant to you for your review and consideration. If you approve, please sign below so that we may offer the appropriate contract, conditions of employment, and personnel action for Mr. Sablan.

Thank you.

A handwritten signature in black ink, appearing to read "Elsie M. Dela Cruz".

Elsie M. Dela Cruz

attach.

Approved:

A large, handwritten signature in black ink, appearing to read "Kenneth E. Wright, Ph.D.". Below the signature, the name "Kenneth E. Wright, Ph.D." is printed in a smaller, standard font, followed by "President" in a slightly smaller font.

Memorandum

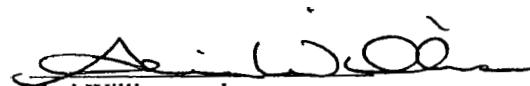
To: Elsie M. Dela Cruz, Acting Director of Human Resource
From: Interviewing Committee for VA #03-018
Date: 02/06/2003
Re: Recommendation of appointment for the Dean of Academic Programs & Services

After a review and collection of the screening evaluations from our interviews today, the candidate with the highest score was Joaquin M. Sablan, to fulfill the position of Dean of Academic Programs & Services for the Academic Programs & Services Division of the Northern Marianas College.

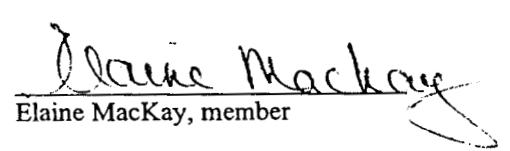
Below are the list of candidates and their total scores:

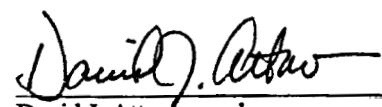
1. Joaquin M. Sablan – 296
2. John A. Angello, Ed.D – 218

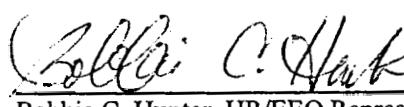

Kimberly King-Hinds, Regent


Geri Willis, member


Herbert Del Rosario, member


Elaine MacKay, member


David J. Attao, member


Bobbie C. Hunter, HR/EEO Representative

MEMORANDUM

TO: President

FROM: Acting Director, Human Resources

SUBJECT: Eligibility List

Date: January 23, 2003

Announcement No	Position Title	Opening Date	Closing Date
03-018	Dean, for Academic Programs & Services	12/23/02	UNTIL FILLED

Attached is the application for consideration and review of the Selection Committee.

The applicants eligible for the position are:

	Name	Date & Time
1	John A. Angello	Th, 2/20/03 10:30am
2	Joaquin M. Sablan	▼ 9:30am
	<i>Nothing Follows</i>	

Elsie M. Dela Cruz

Elsie Dela Cruz

attach(s): Application forms

Northern Marianas College
Office of Human ResourcesQUALIFICATION EVALUATION WORKSHEETName Joaquin M. Saldan, Jr.Appl 1 EE 1 ✓Vacancy / Position Dean, Academic ProgramsEA / PC # 03-018I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications</u> (Full & Partial)	<u>Comments</u>
Education:	<u>MA</u>	<u>MA '98</u>	_____
Experience:	<u>8</u>	<u>12 yrs. 2 mo.</u>	_____
Others:	<u>3PST</u>	<u>6 yrs, 7 mo.</u>	_____
Numerical Comparison (Substitution)			_____

II. Placement:

- Meets Qualifications Requirements? Yes 1 ✓ No. 1 / 1
- If yes, exceeds by how many years / months: Yrs Mos
- If no to #1 above, lacks how many years / months: Yrs Mos
- Salary (PI and step) qualified for:

Joaquin M. Saldan, Jr.
Reviewing Personnel Specialist

1/20/03
Date

Shirill S. Guerrero
Approving Personnel Supervisor

1/23/03
Date

Northern Marianas College
Office of Human ResourcesQUALIFICATION EVALUATION WORKSHEETName JACK ANGELOAppl ✓ EE Vacancy / Position Dean, Academic Programs
& ServicesEA / PC # 03-018I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications</u> (Full & Partial)	<u>Comments</u>
Education:	<u>MA</u>	<u>ED.D 96</u> <u>NA 89</u>	univ. of southern california SJSU (Educ. Instruc. Tech)
Experience:	<u>8</u>	<u>6.3 yrs - PST</u> <u>+ 6 yrs. PST Educ. Admin</u>	(8 yrs total w/ PSS)
Others:	<u>3PST</u>	<u>6.3 yrs.</u>	
Numerical Comparison			
(Substitution)*	Educational Administration = <u>8 yrs</u> including PSS - <u>2 yrs</u> PSS	1989-1990	
	Post-Secondary Educational Administration = <u>6.3 yrs</u> = 1996-2002		
	Post-Secondary Teaching experience = <u>6.3 yrs.</u>		

II. Placement:

a. Meets Qualifications Requirements? Yes ✓ *✓* No.

b. If yes, exceeds by how many years / months: Yrs Mos

c. If no to #1 above, lacks how many years / months: Yrs Mos

d. Salary (PI and step) qualified for:

Sally C. Hatti
Reviewing Personnel Specialist11/27/02
DateFrank J. C. Gue
Approving Personnel Supervisor11-27-02
Date

Northern Marianas College
Office of Human ResourcesQUALIFICATION EVALUATION WORKSHEETName Janice A. Tenorio Appl ✓ EE Vacancy / Position Dean, Academic Programs EA / PC # 03-08I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications</u> (Full & Partial)	<u>Comments</u>
Education:	<u>MA</u>	<u>MA '98</u>	
Experience:	<u>8</u>	<u>5 yrs. 8 mos. 9 yrs.</u>	
Others:	<u>3 PST</u>	<u>0</u>	
Numerical Comparison (Substitution)			

II. Placement:

- Meets Qualifications Requirements? Yes No ✓
- If yes, exceeds by how many years / months: Yrs Mos
- If no to #1 above, lacks how many years / months: Yrs Mos
- Salary (PI and step) qualified for:

Julie Guerrero
Reviewing Personnel Specialist

1/20/03
Date

S. Sison, HR/CC
Approving Personnel Supervisor

1-23-03
Date

F03-013



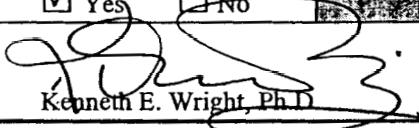
NORTHERN MARIANAS COLLEGE

Request for Recruitment

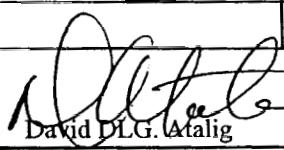
MEMORANDUM

To: Acting Director of Human Resources
From: President

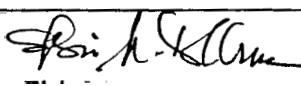
1. The President has reviewed the request and has determined that there is a need for the position to be filled. A position description is attached.

Position Title	Dean of Academic Programs & Services		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Vacant position <input type="checkbox"/> Transfer
Fill By (date): ASAP	Salary Range: Ungraded @ \$60,000		
Position Description Attached:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
President's Signature:	 Kenneth E. Wright, Ph.D.		Date: 12/18/02

2. Budget Office has reviewed the request, verified the FTE, funding and assigned the account number (s).

	From	To	Employee No:
FTE #:			
Account No:		UPR-51010-S-AS210	100 % Total
Account No:			%
Account No:			%
Account No:			%
Director of Financial & Administrative Services Signature:	 David D.L.G. Atalig		Date: 12/17/02

3. Human Resources:

Classification Title:	
	

	New Position.

Approved: